



313-16-5

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 6-12-79	1. Agency Address Georgia Department of Agriculture Plant Industry Division - Pesticide Unit 19 Martin Luther King Jr., Dr. S.W. Atlanta, Ga. 30334	Application Number 73-383-A	Date Received JUN 5 1979
Application Number 197		Date Completed JUN 5 1979	
2. Person to Contact J. R. Conley		Working Title Director-Pesticide Division	
		Telephone Number 656-4958	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-383 Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void May 25, 1973			
4. Dates of Series Earliest 1977		5. Records Series Title (followed by title used in office, if different) Pesticide Registrant File	
Latest 1979			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Plant Industry is responsible for supervising and regulating various fields of the plant industry in Georgia. It seeks to control and eradicate diseases and insects in the plant industry. The Pesticide Division, an operational unit of the Plant Industry Division, is responsible for enforcement of the Georgia Pesticide Control Act, the Georgia Pesticide Use and Application Act and the Georgia Treated Timber Act.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Annual registration of pesticides for distribution and use in Georgia. Included are: Original of PEST 095-013, listing pesticides registered by each registrant. File is arranged: Alphabetic, by name of Registrant			
8. Monthly Reference Rate One to six months old <u>2</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty five months and older <u>1</u> ?			
How often are records referred to which are: Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	2 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

Pesticides shipped into Georgia while legally registered will usually disappear from the marketplace within two (2) years from the time their registration is discontinued. No reference to registrant is usually required after this time.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) _____ 2 _____ year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☐ Transfer to State Records Center; hold _____ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
Ellis D. Sikes	6/13/79	Ellis D. Sikes	6/13/79
State Records Committee (Signature) Date			
State Auditor/Designee			7-3-79
Secretary of State/Designee			6-29-79
Attorney General/Designee			7-5-79

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date March 22, 1973	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 105		Date Received APR 6 1973	Application No. 73-383 Date Completed MAY 25 1973
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Plant Industry Division - Pesticide Unit 19 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact J. Ronald Conley <i>JRC</i>	5. Working Title Director
		6. Tel. No. 656-3639	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
1969 to Date

9. Exact Series Title

ECONOMIC POISON PRODUCER REGISTRATION FILES

10. What is the function of the office in which this record series is created?
- The Plant Industry Division is responsible for supervising and regulating the Plant Industry in Georgia. It seeks to control and eradicate certain diseases and insects within the Plant Industry. The Division promulgates and administers the rules and regulations pertaining to laws passed by the General Assembly designed to regulate the fertilizer, feed, seed, pesticide, grain, nursery, apiary, and other plant industries doing business within Georgia.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the annual registration by producers of economic poisons by brand name manufactured and offered for sale by them in Georgia.

Included is: Original copy of Form No. AG 14007013 (Certificate of Registration) which identifies the Producer and lists the Economic Poisons produced by him.

File is arranged alphabetically by producer.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	2	3		1/2	3/4		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				10	5	3	3

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

13. Is this the Record Copy of the series? YES NO
[x] []
14. Is there a duplication of this series in another office or agency? YES NO
[x] []
Copy in Economic Position labels file.
15. Is the information contained in this series ever summarized or published? YES NO
[] [x]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? YES NO
[] [x]
17. Does the series initiate, amend or terminate agency policies and procedures? YES NO
[] [x]
18. Could the function be performed if the files were lost or destroyed? YES NO
[x] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? YES NO
[] [x]
20. Does the record series provide data as input to an EDP file? YES NO
[] [x]
21. Does the record series contain documentation produced as EDP printout? YES NO
[] [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? YES NO
[] [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? YES NO
[] [x]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Reference is made to determine if currently registered products have been previously registered by the producer under another label.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [x] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

- [x] Hold in the current files area _____ month(s)/ _____ 5 year(s):
[] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
[x] Destroy.
[] Transfer to State Archives for permanent retention.
[] Destroy immediately after cut-off.
[] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>	3-22-73		
26. Recommendations in paragraph 25 are:	Agency Head/Designee [x] Approved [] Disapproved	<i>Ellis D. Sikes</i>	3-22-73
	State Auditor/Designee [x] Approved [] Disapproved	<i>William M. Dixon</i>	5-24-73
	Secretary of State/Designee [x] Approved [] Disapproved	<i>Carroll East</i>	5-9-73
	Attorney General/Designee [x] Approved [] Disapproved	<i>Robert S. Hall</i>	5-15-73

STATE RECORDS
COMMITTEE